



PLANNING A WEDDING AT



Knox United Church
Brookfield

Revisions: March 2010, March 2017, November 2017, February 2018

Knox United Church, Brookfield



Minister: Rev Michael W. A. Henderson

Introduction

Congratulations!

The 40th General Council of the United Church of Canada in 2009 declared:
“That in matters respecting doctrine, worship, membership and governance, the United Church of Canada is opposed to discrimination against any person on the basis of age, ancestry, colour, disability, ethnic origin, gender identity, language, marital status, place of origin, race, sexual orientation, socio-economic status or any other basis by which a person is devalued.

And commit the United Church of Canada to journey to where there will be no discrimination in any aspect of church life and strongly urge each court, congregation and other ministries to embrace this commitment.”

With this statement in mind, the following packet has been compiled to assist you in the planning and conduct of your wedding. Our experience has demonstrated that many questions arise in the planning stages. It is our hope that the information provided here will be helpful in answering such questions, and thus make the whole process easier and, above all, more enjoyable. Do not hesitate to raise any questions with the minister when you meet.

It is our prayer that your wedding day and on-going relationship will be filled with joy and meaning.

Sincerely, Worship Committee of Knox United

Approval dates: Knox Council _____

Knox United Church Congregation _____

Planning a Wedding at the Knox United Church, Brookfield

Initial Arrangements:

- a) The first step in arranging for a wedding is to consult with the minister regarding the date and hour you wish to have the ceremony and rehearsal. If the minister is unavailable, contact should be with the chair of Worship Committee. The request will then be forwarded to the Worship Committee Team for their approval.
- b) The suitability of any couple for marriage will be determined at the discretion of the minister after appropriate interviews are held and a valid marriage license is presented to the minister. Appeal may be made to the church council through the worship committee.
- c) The minister will be responsible for reserving the date and time of all wedding ceremonies in the sanctuary, or in his/her absence, arrangements may be made with the Church Secretary.
- d) Wedding ceremonies in the church will normally be conducted by the minister. Any other arrangement must be made in consultation with him/her.
- e) Participants are responsible for the removal of all flowers and decorations in the sanctuary immediately following the ceremony.
- f) The capacity of the sanctuary, including the balcony, is limited to 300 persons. No moveable seating can be placed in the aisles and no tolerance will be permitted by order of the Fire Chief under authority of the National Fire Code.
- g) holders or candelabra.

Marriage Preparation Meetings:

Both parties to a marriage are expected to meet with the minister at least once. Further meetings would be at the discretion of the minister. The first meeting would take place as early as possible. At the meeting(s), arrangements will be made for a wedding rehearsal. Invitations or announcements should not be made or extended until this is done. Additional meeting(s) may take place some time later before the wedding, if required. The meeting(s) are an informal opportunity to deal with and discuss such matters as:

- Details of arrangements
- Completion of church and legal papers/documents
- The marriage ceremony (its form, conduct and meaning)

There will also be an opportunity in these meetings to freely and confidentially discuss any other issues relevant to marriage preparation. We hope your wedding day will be made more relaxed and enjoyable through getting to know your minister on a more personal and informal basis and ensuring that all arrangements are thoroughly taken care of.

Obtaining a Marriage License

The Government of Nova Scotia is responsible for marriage licenses. In the province of Nova Scotia, blood tests are not required for marriage, however all couples must possess a marriage license.

A marriage license can be obtained from a Deputy Issuer of Marriage Licenses. Contact information is available online at:

<http://www.gov.ns.ca/snsmr/vstat/deputy/>

There is a five day waiting period between the day of application for the license and the date of issuance. Divorced persons must provide proof of legal divorce (Certificate of Divorce or Decree Absolute) upon application for a license. Persons 16-18 years of age must obtain consent from both parents and complete a form available from a Deputy Issuer of Marriage Licenses. Persons under 16 years of age must obtain permission from the court.

The Wedding Rehearsal

It is customary to have a wedding rehearsal at which the couple and all of the attendants, ushers, musicians, etc., should be present. This is usually the evening before the wedding (if possible) and provides those involved with an opportunity to “walk through” the ceremony and iron out any practical details. (it’s usually fun too!) Please be on time for the rehearsal.

The Marriage Ceremony

Normally at the meeting with the minister some time is given to examining several options and forms of marriage ceremonies, modern and traditional. You are encouraged to give careful thought to ways in which your wedding may be made most meaningful and discuss these with the minister. Do not hesitate to suggest changes.

The minister will have final approval of the format and content of all wedding ceremonies held in the church.

For many couples, alcoholic beverages add a festive quality to their wedding that enhances their enjoyment. It is therefore, necessary for us to caution you about pre-ceremony imbibing. As marriage is a legal contract, the minister must ensure – to the best of his/her ability – that all signers of the pertinent documents are not inhibited by alcohol. To avoid the unfortunate occurrence of having the minister refuse to continue with the ceremony, please refrain from alcoholic intake prior to the wedding ceremony.

Wedding Music

The marriage ceremony is a worshipful celebration as well as a happy occasion, therefore all music should be appropriate. The organist/pianist and minister should be consulted on this matter, especially where special music by soloist or other musicians are involved.

It is understood that our regular church organist or pianist will preside at the organ or piano unless the couple requests otherwise. It is the responsibility of the wedding couple to contact the church musician to determine availability. The fee range for the church musician is \$100 - \$150 depending on the requirements of the couple. Payment is to be presented at the wedding rehearsal. Music choices need to be discussed 60 days before the proposed date.

Photography

The general custom is that pictures may be taken during the processional and recessional, and at the signing of the register. Photographs, particularly those accompanied by a flash, should not be taken in such a way or at such a time that will disturb the ceremony. Photographers should be discreet and unobtrusive. If possible, he/she should attend the rehearsal to consult with the minister on these matters. Upon request, the wedding party may use the church sanctuary for photographs immediately following the service.

Video recordings of weddings can be done effectively and appropriately with today's technology. However, operators should use the same levels of discretion and unobtrusiveness as still photography. Arrangements for any photography during the service should be discussed with the minister prior to the wedding day. In addition, it is important that the camera operator(s) be present at the rehearsal.

The Wedding Reception

The minister will not assume that he/she will be needed in any official capacity at the wedding reception unless requested. If you desire that he/she be present, please do not leave the request to the last minute in case he/she schedules other commitments following the wedding ceremony.

Honoraria

Couples will appreciate that several staff persons are involved in planning and conducting their rehearsal and wedding. In addition, maintenance and administrative costs are incurred with the use of the church building and the completion of legal and church documents.

The following table describes the honoraria expected:

Use of the sanctuary (with Worship approval)	\$100.00
Janitor	\$ 50.00
Technical Support (CD, etc)	\$ 50.00
Organist/pianist	\$100.00 - \$150.00
Ministry Personnel	

There is no set fee for the minister's services, although an honorarium in the range of \$100 - \$200 is usually offered.

Please feel free to raise any questions or discuss these matters with the minister.

NOTE:

- Confetti or Rice may not be used in or outside the church.
- Petals permitted
- Decorations are to be removed in a timely manner.

Best Wishes!

The Worship Committee of Knox United Church hopes that this packet has been helpful in answering your questions and making arrangements for your wedding day. We wish you the most profound of God's blessings upon your day and continued life together.

Love is patient and kind; love is not jealous or boastful; it is not arrogant or rude. Love does not insist on its own way; it is not irritable or resentful; it does not rejoice at wrong, but rejoices in the right. Love bears all things, believes all things, hopes all things, endures all things. Love never ends.

-St Paul (1 Cor. 13-4-8a)



Directory

Minister: Rev. Michael W. A. Henderson, mikewahenderson@gmail.com
(902)305-4620

Worship Committee Chair: Joel Dawe

Pianist: Joanne Hatfield, (902)673-2227 **Organist:** Kaye Retson, (902)673-2356

Marriage Information

The following is needed for processing church and legal documents. Your assistance in completing these forms is greatly appreciated. Please fill out as much as you can before your first meeting with the minister. Do not worry if some questions can not be answered at this time. You can provide the information later. One form is provided for each member of the couple. Thank you for your help.

All information will be treated as strictly confidential and will only be used by the minister in the preparation of you marriage ceremony and documents.

Spouses information	
1. Complete Name:	
2. Complete Address:	
3. Telephone:	Home: _____ Work: _____
4. Occupation:	
5. Birth date:	
6. Birth place:	
7. Pronouns (ie. she/her, he/him, they/their)	
8. Religious Denomination:	
Baptized:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Confirmed:	YES <input type="checkbox"/> NO <input type="checkbox"/>
9. Marital Status	Never Married: <input type="checkbox"/> Divorced: <input type="checkbox"/>
	Widowed: <input type="checkbox"/>
10. Complete Address After Wedding:	
11. Father's Full Name:	
12. Father's Birth Place:	
13. Mother's Full Name:	
14. Mother's Birth Place:	

Spouse's Information

1. Complete Name:	<hr/>		
2. Complete Address:	<hr/> <hr/> <hr/>		
3. Telephone:	Home: _____	Work: _____	
4. Occupation:	<hr/>		
5. Birth date:	<hr/>		
6. Birth place:	<hr/> <hr/>		
7. Pronouns: (ie. she/her, he/him, they/their, etc.)	<hr/> <hr/>		
8. Religious Denomination:	<hr/>		
	Baptized:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Confirmed:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9. Marital Status	Never Married: <input type="checkbox"/>	Divorced: <input type="checkbox"/>	
	Widowed: <input type="checkbox"/>		
10. Complete Address After Wedding:	<hr/> <hr/> <hr/>		
11 .Father's Full Name:	<hr/>		
12. Father's Birth Place:	<hr/>		
13. Mother's Full Name:	<hr/>		
14. Mother's Birth Place:	<hr/>		

Wedding Details

1. Date of Wedding: _____
Time: _____
2. Date of Rehearsal: _____
Time: _____

3. Reception: _____
Time: _____

4. Witness: _____
Address: _____

5. Witness: _____
Address: _____

6. Attendants: _____

7. Attendants: _____

8. Ushers: _____

9. Other Attendants: _____

10. Rings Exchanged: Single: Double:

11. Organist/Pianist _____

12. Soloist _____

13. Photographer: _____

14. How would you, as a couple like to be introduced at the conclusion of the service? (ie. is anyone changing their last name?)

15. Other Information: _____

